

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: November 7, 2016 Closing Date: November 18, 2016

**ADMINISTRATIVE SPECIALIST/CLERICAL (Pay Grade 9)
Criminal Division, Felony Screening Unit, New Castle County**

Job Responsibilities and Duties:

This Administrative Specialist/Clerical position will provide support to the Grand Jury Paralegal. This position is integral in the prosecution of all felony cases in New Castle County. This Administrative Specialist will help prepare grand jury files; process, organize and prep all felony files scheduled for indictment with the Grand Jury. This Administrative Specialist will help run the Grand Jury hearings on a bi-weekly basis and will occasionally run these hearings when the Grand Jury paralegal is absent. This position will maintain the County's Habitual Offender Database. This position is also required to provide maintenance of the Felony Screening Database for generating statistics including Power Point slides, graphs and charts. This individual is required to be in daily contact with police agencies and their administrative personnel and Court personnel. Strong organizational and computer skills and the ability to work accurately and independently within strict time frames is a requirement for this position. This position participates in the rotation schedule for coverage of the main Criminal Division Receptionist phones when needed.

This Administrative Specialist/ Clerical position will also provide direct administrative support to three attorneys in the Felony Screening Unit, including the Felony Screening Unit Head.

Minimum Qualifications:

Strong computer skills. Must be detail-oriented, well-organized and proficient in Microsoft Word and Excel. Must have excellent verbal and written skills; excellent spelling, grammar and proofreading skills. Must be able to answer telephones and take accurate messages. Must be able to work effectively and efficiently in managing multiple priorities.

Internal Applicants: Please submit an updated Resume or Summary of Work Experience to the Director of Human Resources.

SINCE THIS IS AN ADMINISTRATIVE SPECIALIST/CLERICAL POSITION ASSIGNED AT THE UPPER MANAGEMENT LEVEL, THE FOLLOWING MUST ALSO BE SUBMITTED WITH A RESUME or SUMMARY OF WORK EXPERIENCE:

A written promotion recommendation from your current Supervisor

External applicants: Please submit your Resume and State Application to the Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801 or E-mail to DOJHR@state.de.us or Fax to: 302-577-5866. EOE.